

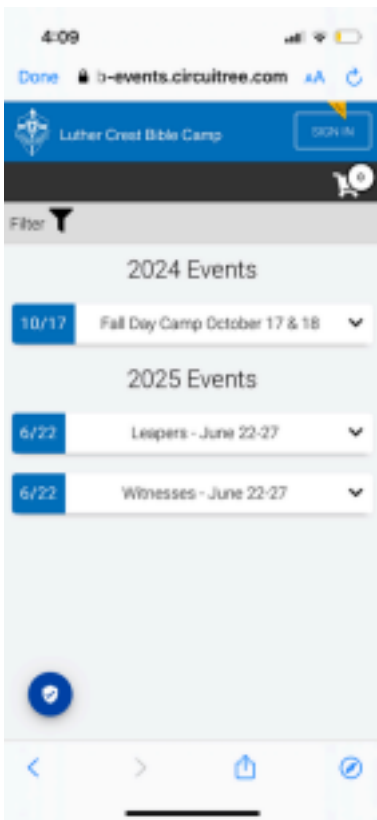


How to Make a Group Hold



Select **Register My Group.**
Event List

On the Event List, select an Event to see available Divisions. Once you found the one that you want to register for, select the Division.



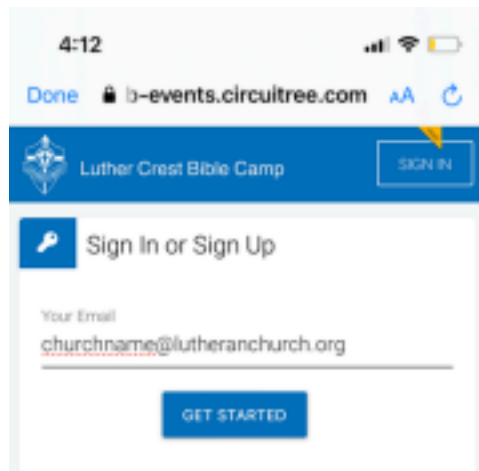
you want register select the

Add Registrations for any additional Divisions and then select **Continue.**

Sign In or Sign Up

Enter your email to either Sign In or Sign Up.

Use login

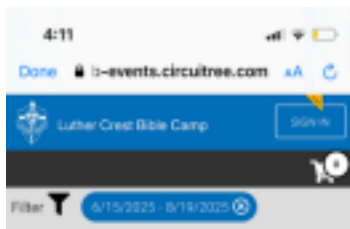


the

To filter, select Filter, update options and then select

Show Events.

Enter the number of registrations or the Division and then select **Add.**



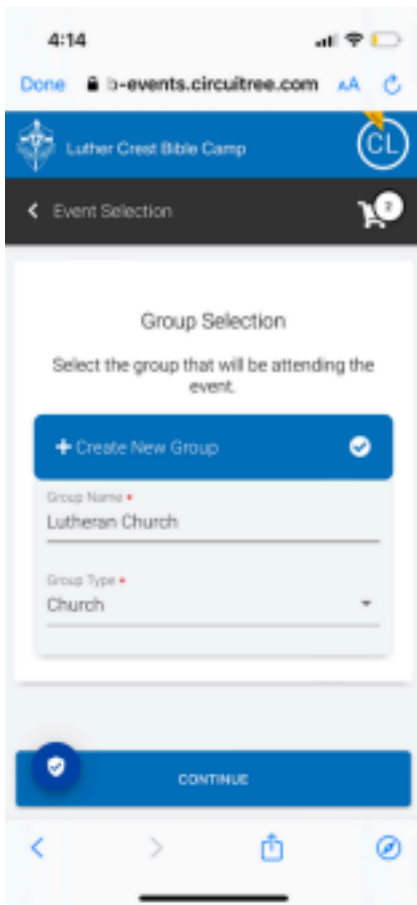
information provided by Renae.

and conditions.

Summary

View charges for the Event and any from Addons in the Summary. To apply a Promo Code, enter the code and then select **Apply**.

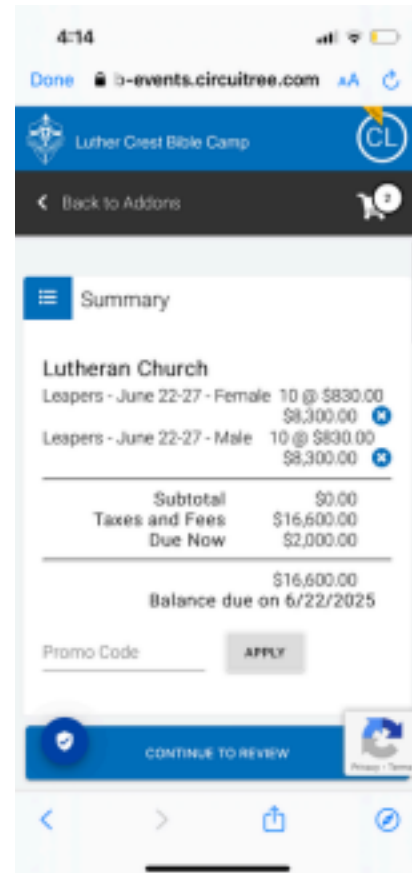
Enter the name of your Group and Group Type and then select



Continue.

Checkout

During Checkout, review the summary, enter a payment amount, select a payment method and sign any terms



Payment Amount

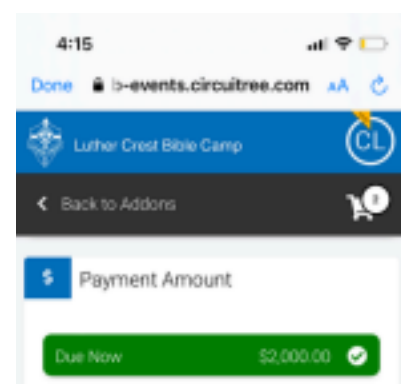
Select one of the options to set the Payment Amount.

Due Now – The deposit amount that is required.

Full Amount – The full balance due for the Registrations.

Other Amount – Enter any amount between Now and Amount.

Due Full



Roster

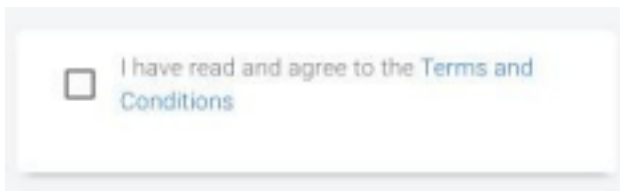
From the Roster, you are able to manage your Group's Registrations. You can add more spots, send invites, or update Attendee information. **Add more spots** – Select to add more registrations for the current Event. **Resend All Invitations** – If your Event is Private, select to send invitation emails to Attendees to complete their registration.

Payment Method

Select either Credit Card or E-Check and then enter the payment information. If you have previously used a Payment Method, select from the list. Learn how to pay with an eEcheck.

Terms and Conditions

Check the box next to Terms and Conditions to sign. To view the terms, select the link.

A screenshot of a web form element. It features a small, empty square checkbox on the left, followed by the text "I have read and agree to the Terms and Conditions". The text "Terms and Conditions" is highlighted in a light blue color, indicating it is a clickable link.

Payment

Once you are ready, select **Pay**. The amount shown will be the amount set under Payment Amount.

Once payment is complete,
your spots are saved!

To view your Roster,
select Take me to my **Roster**.

**If you need support in
setting up a Group
Hold please contact
Rena**

**renaer@luthercrest.org
(320)846-2431**